

Personnel Issues & You

UPPS Newsletter 2007-3

March/April 2007

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Message From the Director:

KHRIS Announcement:

As you are aware, the Personnel Cabinet has been in negotiations with our selected vendor to implement the Kentucky Human Resources Information System (KHRIS). KHRIS will replace the systems we use in the Commonwealth for payroll, personnel and benefits administration, including UPPS, GHI, and PB & R.

I am very excited to announce that we have awarded the contract for KHRIS to IBM. IBM will be working with our Cabinet to implement SAP software to serve the needs of the Commonwealth.

This project will be a major effort for our Cabinet but we are up to the challenge to create a better system to serve the Commonwealth and its employees.

Personnel Cabinet's new website:

If you haven't visited our site recently, you may be surprised at the new look. I announced in February's newsletter that our Cabinet's new website was on its way. Well, it's finally here. On March 19th, the new site went LIVE and we are very pleased with the results.

Please take a look and feel free to let us know what you think. Remember that our first and foremost reason for making these changes was to better service you and the employees of the Commonwealth. So if you have any questions/comments, please do not hesitate to contact us.

<http://personnel.ky.gov>

Mary Elizabeth Harrod

Processing & Records

Pending Actions Reminder:

Please remember to check your agency's personnel actions daily on Pending. If you notice an action sitting for more than three days please contact your Processing Consultant.

Commissioner
Carla Hawkins
Department for Personnel
Administration

Secretary
Brian J. Crall
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Changes to the Personnel Action (P1) form:

Changes have been made to the ethnic and racial categories in regards to section 5 on the P1 form:

- Adds a new category titled "Two or more races"
- Divides "Asian or Pacific Islander" into two separate categories: "Asian" and "Native Hawaiian or other Pacific Islander"
- Renames "Black" as "Black or African American"
- Renames "Hispanic" as "Hispanic or Latino"

In an effort to be cost efficient, we do not plan to reorder new P1 forms. Please use the "other" selection for a category that is currently not listed on the P1 form.

Payroll

REMINDER:

Annual Leave/Performance Evaluations 2006:

Just a reminder: In keeping with Personnel Memo 03-16, issued November 25, 2003, annual leave awarded as a result of Performance Evaluations for 2006 will be added to the April 30, 2007 paycheck and will be available for use on May 1, 2007.

Payroll Reports:

If you are currently receiving payroll reports from us on greenbar, please review that report and let us know if you have access to Document Direct and would be able to receive that document via that program. If you are no longer utilizing that report and we can cease printing and sending it to you, please let us know. We are trying to cut back on the large mass of reports we are sending out on greenbar, when other more cost and time efficient options are available. Please contact Greg McGaughey or Gail Cooper by email or at 502/564-6883.

WELCOME:

We would like to take the opportunity to announce the newest member of the Payroll Branch family: Dana Pitcock. Dana transferred to us from CHFS on April 1st and will be serving as back-up to Yvonne Richmond! We are very excited to have her with us!

Payroll/Insurance:

Please remember to read the monthly Invalid Health Insurance Deductions email you receive very carefully. The memo that is attached with each email tells exactly what pay periods haven't gone to the carrier, the date and timeframe you have to request a refund, and what pay periods have already been sent to the carrier. Don't forget that the Invalid Health Insurance Refund Request form goes to Shannan Goodrich and the Health Insurance Refund Request for Kentucky Government Employees and Shortfall Refund Request form both go to DEI/Jonathan Smith. For your convenience we now have those forms available on the Personnel Cabinet's web-site <http://personnel.ky.gov/info/payinfo/payrollforms.htm>.

*NOTE: If you send these forms by email, please encrypt the message due to the social security numbers being present.

If you have any questions, please give Shannan Goodrich a call at 502-564-6883 ext. 4118.

LOCAL TAX CODE CHANGES:

Please check out the recently updated local tax code listing on our website. It can be found under PERSONNEL RESOURCES/PAYROLL INFORMATION. We have made changes to the cities of McKee, Burkesville and Clinton (Hickman Co) in the last week.

Upcoming Payroll Schedules

REVISED 2/22/07						
April 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 MAR 16-31 Manual pay & health ins. update	3 MAR 16-31 Manual pay & health ins. update	4 MAR 16-31 Manual pay & health ins. Update Last day p1's can be approved for payroll.	5 MAR 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	6 MAR 16-31 No Update GOOD FRIDAY ½ DAY OFF	7
8	9 MAR 16-31 Update/ health ins.	10 MAR 16-31 Update/ health ins.	11 MAR 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	12 MAR 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	13 MAR 16-31 No Update PAYDAY	14
15	16 APR 1-15 Manual pay & health ins. update	17 APR 1-15 Manual pay & health ins. update	18 APR 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 APR 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	20 APR 1-15 No Update	21
22	23 APR 1-15 No Update	24 APR 1-15 Update/ health ins.	25 APR 1-15 Update/ health ins.	26 APR 1-15 Update/ health ins. Last day p1's can be Approved for supp payroll	27 APR 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	28
29	30 APR 1-15 No Update PAYDAY					

May 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 APR 16-30 Manual pay & health ins. update	2 APR 16-30 Manual pay & health ins. update	3 APR 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll	4 APR 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	5
6	7 APR 16-30 No Update	8 APR 16-30 No Update	9 APR 16-30 Update/ health ins.	10 APR 16-30 Update/ health ins.	11 APR 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	12
13	14 APR 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 APR 16-30 No Update PAYDAY	16 MAY 1-15 Manual pay & health ins. update	17 MAY 1-15 Manual pay & health ins. update	18 MAY 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19
20	21 MAY 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 MAY 1-15 No Update	23 MAY 1-15 Update/ health ins.	24 MAY 1-15 Update/ health ins.	25 MAY 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	26
27	28 MAY 1-15 STATE HOLIDAY MEMORIAL DAY	29 MAY 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 MAY 1-15 No Update PAYDAY	31 MAY 1-15 No Update		

Classification & Compensation

Please check out our updated Class & Comp Staff /Agency Assignment Listings. These can be found under PERSONNEL RESOURCES/PERSONNEL INFORMATION. These are our contact lists for both classification assignments as well as reorg related matters.

GRADE CHANGES AND DEMOTIONS

Questions have arisen recently with regard to the regulation concerning demotions (101 KAR 2:034 Section 3(2)). This regulation states that an employee whose salary is not reduced by 5% per grade upon demotion "shall not be eligible for a salary increase upon promotion, reclassification, detail to special duty or reallocation until he has moved to a job class with a higher pay grade than that from which he was demoted." This regulation does NOT prohibit an employee who is demoted and retains salary from receiving a salary increase resulting from a pay grade change or assignment of special entrance rate. Only those personnel actions listed in the regulation prohibit an increase in salary.

ADDITION TO CLASS SPECS:

We are currently working on adding the probationary period to class specs that have a probation period of more than six months. The addition of this information will be available for viewing on April 16, 2007.

REORGANIZATION TRAINING:

On March 15th and 20th, the Personnel Cabinet along with the Office of the State Budget Director conducted Agency Reorganization Training. We were very pleased with the outcome of this training and had more than 100 attendees. We plan to offer this training every year during the Legislative session. Advance notice will be given for future training opportunities.

If you were not required/did not attend, please note that Chapter 7 of the Procedures for Processing Personnel and Positions Actions manual has been revised. In addition to the entire Chapter being rewritten, old forms were updated and new forms were created. We have also included a Quick Reference Guide in regards to reorganizations as well as the PowerPoint for the training. This information can be found on the Personnel Cabinet's website under PERSONNEL RESOURCES/PERSONNEL INFORMATION. Please contact Jim Lambert, Classification and Compensation Branch Manager if you have any questions by email or by calling 502/573-0318.

REORGANIZATION REMINDER:

For those agencies whose reorganizations were not ratified, you will need to have your packet submitted to GOPM, no later than April 30, 2007.

2007 Health Insurance Coordinator Spring Training Locations

Frankfort

Transportation Conference Room

April 23rd

Day 1

Session 1

State agencies

Session 2

School boards

Prestonsburg

Iroquois Room

Jenny Wiley State Park

April 24th

Day 2

Session 1

State agencies

Session 2

School boards

April 25th

Day 3

Session 1

Health departments and Quasi groups

Frankfort

Teton Trail

April 26th

Day 4

Session 1

Health departments

Session 2

Quasi groups

Paducah

Crounce Hall

May 1st Day 5

Session 1

State agencies

Session 2

School boards

Bowling Green

Barren River Area Development District

May 2nd Day 6

Session 1

State agencies

Session 2

School boards

May 3rd Day 7

Session 1

Health departments

Session 2

Quasi groups

Somerset

Center for Rural Development

May 8th Day 8

Session 1

State agencies

Session 2

School boards

Owensboro

Green River Area Development District

May 10th

Day 9

Session 1

Health departments

Session 2

Quasi groups

PERSONNEL CABINET TELEPHONE LISTING, APRIL 2007

OFFICE OF THE SECRETARY, SUITE 516, (4-7430)
Secretary Brian J. Crall
Deputy Sec. Wayne Harman, x 4003
 Amy Andrews, x 4060
 Sonja Cox, x 4011
 Amanda Reid, x 4010

OFFICE OF ADMINISTRATIVE SERVICES
EXEC DIRECTOR'S OFFICE (4-7430)
Burr Lawson, x 4008
 Suzette Gash, 4-7409, x 4024
 Scott McKenzie, 4-0198, x 4037
 Vacant, x 4186

ADMINISTRATIVE SERVICES (4-7409)
Walt Gaffield, x 4021
 Rachel Jackson, x 4025
 Sherry Kefauver, x 4022
 Elinda Manley, x 4023

OFFICE OF LEGAL SERVICES
EXEC DIRECTOR'S OFFICE (4-7430)
Tom Stephens, x 4004
 Sue Britton, x 4020
 Vacant x 4005, 4088, 4006, 4078, 4237

RM 501 (4-0358)
 Joe Cowles, x 4081

OFFICE FOR EMPLOYEE RELATIONS
EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)
Robert Schmidt, x 4087
Mary Hook, x 4093
 Clyda Henderson, x 4086

Scott Gasser, x 4100
 Lee Cowherd x 4090

DIVISION OF EMPLOYEE BENEFITS
DIRECTOR'S OFFICE SUITE 511 (4-3433)
Bill Patrick, x 4104

WORKERS COMPENSATION SUITE 511 (4-6847) 888-860-0302
 Jeffrey Hockensmith, x 4099
 Matthew Hutcherson, x 4095
 Valerie McGraph, x 4098
 Jennifer Mink, x 4097
 Paula Spicer, x 4103
 Melissa Tillman, x 4096

LIFE INSURANCE ROOM 503 (4-4774) 800-267-8352
Sharon Spencer, x 4111
 Gaye Adcock, x 4105
 Michele Ellis, x 4106
 Melinda Giles, x 4184
 Joe Hughes, x 4107
 Jeri Payton, x 4109
 Kim Quinn, x 4110
 Scan Room, x 4108

RETURN TO WORK (4-0348)
Donna Shelton, x 4101
 Vickie Smitha, x 4102

DIVISION OF EMPLOYEE SERVICES & RECOGNITION
DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463
 Darlene Stewart, x 4094

EMP ASSISTANCE BUSH BLDG (4-5788) 800-445-5327
Mary Jane Cowherd, x 222
 Zack Culver, x 225
 Trina Jennings, x 223
 Kim Ramsey, x 224
 Rebecca Waddle, x 221

WORKPLACE RELATIONS
Linda House Patrick, x 4092
 Tina Goodman, x 4188

EMPLOYEE RECOGNITION
Debbie Bohannon, x 4000
 Mandi Flynn, x 4089

OFFICE FOR EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
@ Kentucky State University, 400 East Main Street
Academic Services Bldg - 4 W, Frankfort, KY 40601
Main Number: 502/564-8170 or 564-7455

EXEC DIR'S OFFICE
Penny Armstrong, x 240
Esteva Caise Dragg, x 224
 David Finley, x 256
 Kambe Lattimore, x 257
 Jamille Smith, x 238
 Wes Swarner, x 227

ADMINISTRATIVE, CONSULTING & LEARNING SERVICES
Jeanne Olivas, x 243
 Kimberly Bynes, x 245
 Wendy Campbell, x 235
 Katy Cave, x 253
 Stan Riley, x 237
 Jon Samokar, x 254
 Donna Simpson, x 223

PERFORMANCE MGMT (564-3090)
Johnny Keene, x 225
 Regina Edington, x 259
 Regina Gravitt, x 260

Vacant x 221, 233, 234, 236, 239, 241, 242, 247

OFFICE OF COMMUNICATIONS
EXEC DIRECTOR'S OFFICE (4-7430)
 Vacant, x 4007

Keyana Best, x 4009

OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES
EXEC DIRECTOR'S OFFICE (573-0321)
Mary Stoddard, x 234
Neeka Parks Thompson, x 240

Colene Elridge, x 241
 Amy Ernest, x 236
 Bruce Trent, x 230

DIVISION OF EQUAL EMPLOYMENT OPPORTUNITY
Arthur Lucas, x 229

DIVISION OF DIVERSITY RELATIONS
Angela Elder, x 235

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667
persdeferredcomp@ky.gov

EXEC DIR'S OFFICE
Robert C. Brown
 Pat Goodlett
 Chris Helvey

Neal Lanham
 Claudia Morton
 Connie Smith

INVESTMENT & RECORDS
Sandi Whitaker
 Leanne Barger
 Diane Collins
 Amanda Hansel

Barbara Hedrick
 Amy Mosby
 Jody Overturf
 Susan Pardi

PAYOUT COUNSELING
Eric Simpson
 Julie Gordon
 Julia Holbrook

Kelley Peach
 April Smyth
 Kristey Warfield

PARTICIPANT SERVICES
Jean Henning
 Floyd Boler
 Nida Clary

Kathy Stroop
 Donna Towles

DEPARTMENT FOR PERSONNEL ADMINISTRATION
COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)
Carla Hawkins, x 4114
Barbara Barnes, 4-6873, x 4228
 Michele Casebier, x 4113

DIVISION OF EMPLOYEE MANAGEMENT
DIRECTOR'S OFFICE, ROOM 533 (4-6464 or 4-6484)
Mary Elizabeth Harrod, x 4115
 Stephanie Carpenter, x 4116
PROCESSING & RECORDS ROOM 531 (4-6873)
Carolyn Bruce, x 4126
 Pam Brookman, x 4127
 Lisa Case, x 4133
 Sandra Darneal, x 4129
 Dena McGuire, x 4131
 Mike Rice, x 4130
 Paula Round, x 4128

Myrissa Patton, x 4226
 Martha Sherrow, x 4225
CLASS & COMP 801 TETON TR (573-0318)
Jim Lambert, x 222
 Peggy Brady, x 223
 Carla Gray, x 225
 Phyllis Harris, x 227
 Vickie Hatchel, x 224
 Dawn Moreland, x 233
 Debbie Parido, x 232
 Terry Sullivan, x 237
 Mark Thompson, x 226
 Vacant x 228, 229, 242

PAYROLL ROOM 535 (4-6883)
Carol Kelien, x 4120
 Karen Blackburn, x 4122
 Gail Cooper, x 4125
 Shannan Goodrich, x 4118
 Greg McGaughey, x 4185
 Dana Pitcock, x 4124
 Yvonne Richmond, x 4121
 Vacant x 4119

DIVISION OF STAFFING SERVICES
DIRECTOR'S OFFICE, SUITE 517 (4-6920)
Georgianne Reynolds, x 4180
 Rebecca Billings, x 4134
 Pam Compton, x 4135

APPLICANT PROCESSING (4-8030)
Denise Jones, x 4139
 Denise Driver, x 4138
 Robin Smith, x 4140
 Flo Warner, x 4157
 Theresa Wood, x 4182

STAFFING ANALYSIS (4-6702)
Marina Alford, x 4169
 Kim Arington, x 4173
 Katharine Barber, x 4170
 Stuart Clark, x 4171
 Roger Riddell, x 4175
 Kevin Shipp, x 4174
 Peggy Smith, x 4176
 Vacant, x 4136, 4137, 4141, 4142, 4143, 4144, 4149, 4159, 4177, 4178, 4179, 4221

Dorothy Burton (Staffing Services Receptionist), x 4013
 Mary Greenwell, x 4162
EMPLOYMENT COUNSELING (4-8030)
Karen Neeley, x 4153
 Shona Alderson, x 4145
 Claude Anderson, x 4158
 Scotty Barker, x 4146
 Linda Brown, x 4150
 Carolyn Gray, x 4147
 Galen Linville, x 4154
 Marilyn Marshall, x 4151
 James Mason, x 4152
 Rose Nipp, x 4155
 Tracy Young, x 4156

REGISTER, (4-6922)
Rick Davis, x 4148
 Roberta Brownlee, x 4160
 Cheri Chambers, x 4165
 Sharen Fogle, x 4163
 Kay Goodwin, x 4164
 Sharon Smither, x 4166
 Kay Wallace, x 4167
 Lucy Wheeler, x 4168

DIVISION OF HUMAN RESOURCE PROJECTS
150 FAIR OAKS LANE (4-4690)
DIRECTOR'S OFFICE
Brenda Brown, x 4172
 Kathy Ramlee, x 4015

SYSTEMS MANAGEMENT (ROOM 529, 4-0198)
Lisa Rowe, x 4032
 Brad Atkinson, x 4027
 Chris Cunningham, x 4029
 George Gamble, x 4030
 Travis Humphries, x 4031
 Jason Ritter, x 4034
 James Ross, x 4036
 Susan Stinnett, x 4033
 Jeff Swinford, x 4028
 Beverly Wilhoite, x 4035
 Computer Room, x 4040, 4041, 4042, 4043, 4181
 Vacant x 4037, 4189

SPECIAL PROJECTS
Kimberly Roush, x 4212
 Tonya Brown-Bates, x 4208
 Randy Denney, x 4117
 Kimberly Hatter, x 4194
 Lisa Jeffrey, x 4123
 Robbie Perkins, x 4210
 Neil Popplewell, x 4214
 Vacant, x 4017, 4199, 4202, 4205

KHRIS PROJECT
Michele Kays, x 4201
 Marcus Deaton, x 4203
 Latonia Dooley, x 4200
 Dera Lindsay, x 4218
 Connie Page, x 4215
 Beth Rangel, x 4216
 David White, x 4217
 Richard Gee, x 4132
 Randy Meek, x 4196
 Mitt Salvaggio, x 4198
 Glen Tuggle, x 4197

DEPARTMENT FOR EMPLOYEE INSURANCE
COMMISSIONER'S OFFICE, ROOM 501 (4-0358)
Christine Wilcoxson, x 4047
Eric Poston, x 4048
Betsy Johnson, x 4073
 Sharley Hughes, x 4049
 Tammy McNew, x 4051

Wellness Works Kentucky (4-0358)
Christy Brooks, x 4046

DIVISION OF INSURANCE ADMINISTRATION
DIRECTOR'S OFFICE, ROOM 503 (4-0358)
Reina Diaz-Dempsey, x 4074
MEMBER SERVICES ROOM 502 (4-6534) 888-581-8834
Donna Cordier, x 4075
 Christie Burkhead, x 4236
 Sherry Davis, x 4235
 Sharon Gilbert, x 4234
 Merla Graves, x 4050
 Clara Serafini, x 4233
 Sandra Shelton, x 4044

ENROLLMENT INFORMATION ROOM 503 (4-1205)
Nancy Knight, x 4076
 Lynn Jones, x 4083
 Mamatha Kotha, x 4183
 Philip Luckett, Sr., x 4080
 Teresa Shipley, x 4084
 Jeffrey Wiley, x 4067
 Christina Winans, x 4085
 Scan Room, x 4079

DIVISION OF FINANCIAL & DATA SERVICES
DATA ANALYSIS (4-7101)
Chandra Venettozzi, x 4070
 Paula Chisholm, x 4190
 Bob Murphy, x 4191
 Cindy Stivers, x 4053
 Vacant, x 4069, 4239, 4063, 4072, 4077

FINANCIAL MANAGEMENT (4-9097)
Cindy Thomas, x 4002
 Lori Elder, x 4065
 Debbie Fraley, x 4231
 Beth Gebhart, x 4056
 Sabrena Hockensmith, x 4230
 Lea Howard, x 4066
 Michelle James, x 4232
 Lisa Momenpour, x 4055
 Shellie Ott, x 4062
 Alexa Perry, x 4187
 Brenda Roark, x 4071
 Jonathan Smith, x 4054
 Irma Turner, x 4068
 Brenda Wilson, x 4058

DIVISION OF SPECIAL PROGRAMS
FLEXIBLE BENEFITS ROOM 502 (4-6534)
 Mae Green, x 4061
 Hannah Stanfield, x 4059

EMPLOYEE HEALTH INSURANCE WELLNESS ROOM 503 (4-0358)
 Cindy Dempsey, x 4052
 Jerry Jones, x 4057

PERSONNEL CABINET TELEPHONE LISTING, APRIL 2007

Class & Comp (Teton Trail)	FAX 573-0324
Deferred Comp	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5278
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU)	FAX 564-2732 or 564- 8056
Financial Management.....	FAX 564-0715
Health Insurance (Room 503)	FAX 564-1085
KHRIS Projects.....	FAX 564-1507
KEAP (Bush Building)	FAX 564-5189
Life Insurance (Room 503).....	FAX 564-4034
Member Services Branch (Suite 502)	FAX 564-0364
Personnel Administration (Rm 530)	FAX 564-9249
Processing & Payroll (Rm 535)	FAX 564-5826
Performance Mgmt (KSU).....	FAX 564-2675
Secretary's Office (Rm 516)	FAX 564-7603
Staffing Services (Director's Office).....	FAX 564-3588
Staffing Services (Register)	FAX 564-5414
Staffing Services (Emp. Counseling).....	FAX 564-0512
Systems Management (Room 529).....	FAX 564-2274
Workers Comp (Suite 511)	FAX 564-9119
William Hartley, Security Officer.....	564-2101, x 4262
Frankfort Police Department.....	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police)	911 or 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221 or 800-222-5555
IDMS.....	564-0198, x 4038
State Operator	564-3130
Personnel Answer Line	564-8339 or 866-725-5463
Quick Copy	564-2670
Small Conference Room 506	Handset x 4014
Large Conference Room 508	Handset x 4016
Janitorial Staff – 200 Fair Oaks	564-7409, x 4039